



STATE OF TENNESSEE  
DEPARTMENT OF FINANCE AND ADMINISTRATION

**REQUEST FOR PROPOSALS # 31701-03084  
AMENDMENT # 1  
FOR NEXT GENERATION IT TRAINING SERVICES**

**DATE: August 5, 2013**

**RFP # 31701-03084 IS AMENDED AS FOLLOWS:**

- 1. This RFP Schedule of Events updates and confirms scheduled RFP dates.**

EVENT	TIME	DATE	UPDATED / CONFIRMED
1 State Issues RFP		July 15, 2013	Confirmed
2 Disability Accommodation Request Deadline	2:00 p.m.	July 18, 2013	Confirmed
3 Pre-proposal Conference	2:00 p.m.	July 19, 2013	Confirmed
4 Notice of Intent to Propose Deadline	2:00 p.m.	July 22, 2013	Confirmed
5 Written Comments Deadline	2:00 p.m.	July 29, 2013	Confirmed
6 Preliminary State Response to Written Comments		August 5, 2013	Updated
7 State Responds to Remaining Written Comments		August 12, 2013	Confirmed
8 Proposal Deadline	2:00 p.m.	August 21, 2013	Confirmed
9 State Completes Technical Proposal Evaluations		September 5, 2013	Confirmed
10 State Opens Cost Proposals & Calculates Scores	2:00 p.m.	September 6, 2013	Confirmed
11 State Issues Evaluation Notice & Opens RFP Files for Public Inspection	2:00 p.m.	September 11, 2013	Confirmed
12 Contract Signing		September 23, 2013	Confirmed
13 Contract Signature Deadline	2:00 p.m.	September 30, 2013	Confirmed
14 Contract Start Date		October 11, 2013	Confirmed

- 2. INFORMATIONAL NOTE.** In reviewing the Written Comments that were submitted, the State noted questions related to customer references and approval of subcontracting relationships. The State

believes it would be beneficial to address these Written Comments early. The State will respond to the remainder of the Written Comments according to the Schedule of Events.

**3. State responses to questions and comments in the table below amend and clarify this RFP.**

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

QUESTION / COMMENT	STATE RESPONSE
<p>1 While our training covers most of the topic areas listed on the RFP, there are a few in which we do not cover. Also, we do not create custom courses. Will you guys be considering multiple vendors to fulfill the training needs or do you require a single vendor?</p>	<p>The State's intent is to award to a single vendor. According to RFP Section 1.1, "The State is seeking a qualified vendor to provide a Next Generation Learning Program..."</p> <p>However, if the single qualified vendor cannot provide the full range of services required by the RFP, the prime contractor may subcontract. RFP Section 4.4 addresses the State's approval process when a "prime contractor" uses a subcontractor.</p> <p>If a vendor is considering a prime / subcontractor relationship, the vendor should be careful not to violate RFP Section 3.3.7.</p>
<p>2 For the WBT portion of the RFP, we are considering reaching out to [vendor redacted] as a potential partner to help round out our solution in this specific space.</p> <p>Before doing so I wanted to check to see if this would be permitted and if [vendor redacted] is one of the vendors already planning to respond to this RFP?</p>	<p>The Office for Information Resources (OIR) does not make the names of these companies available until the date in RFP Section 2, Schedule of Events - State Evaluation Notice Released <u>and</u> RFP Files Opened for Public Inspection.</p> <p>See also the State's response to Question #1 above.</p>
<p>3 6.2, B.17, p. 23:</p> <p>[a] Can one of the two customer references be the same as the reference cited in A.6?</p> <p>[b] Also, must each of the two references represent three projects each (six total), or must the two of them represent an aggregate of three projects?</p>	<p>[a] Yes, the reference cited in A.6 can be the same as any of the five required in B.17. However, any reference serving this dual purpose must comply fully with the mandatory requirements of A.6.</p> <p>[b] The two bulleted requirements are separate. That is, ideally, a Proposer would provide a total of five (5) references: two (2) large accounts currently serviced by the Proposer; and also, three (3) projects, of any size, completed by the Proposer.</p> <p>If a Proposer does not have a sufficient number of projects in either of the above categories to comply with the numbers requested, then the Proposer should provide up to five (5) references in any combination of the two categories. For each reference provided, please clearly label the intended category: i.e., "large account," or "completed project."</p> <p>Please note the second bulleted note at the bottom of Item B.17: "The State will not review more than the number of required references</p>

QUESTION / COMMENT	STATE RESPONSE
	indicated above.” If the Proposer submits more than the required number of references, the State will use a chance method to reduce the number of references reviewed to the required number.
<p>4 Is there a deadline date for submitting and approving subcontractor relationship?</p>	<p>Proposers must include in their Proposals <u>all</u> subcontractor relationships that are known to the Proposers at the time the Proposal is submitted. The State’s approval of the resulting Contract constitutes the State’s acceptance/approval of the subcontractor(s) listed in the Proposal. However, after the Contract with the awarded vendor (the Contractor) is in place, the Contractor will be allowed to add additional subcontractor vendors, if necessary, with the State’s written approval.</p>
<p>5 References – would the state like 1 as stated in 1.6 or 5 as stated in B.17?</p>	<p>The State assumes the Proposer reference to 1.6 is Item A.6 in RFP Attachment 6.2 – Section A.</p> <p>The requirements in A.6 and B.17 are not mutually exclusive. See the State’s response to Question #3 above.</p>